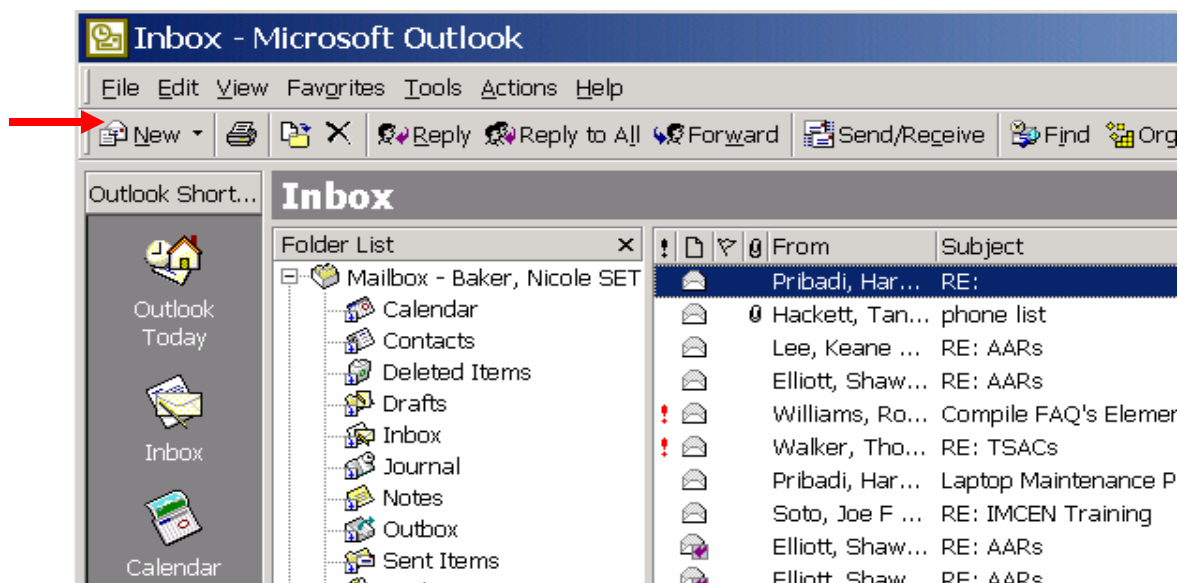


# Sending Encrypted Email

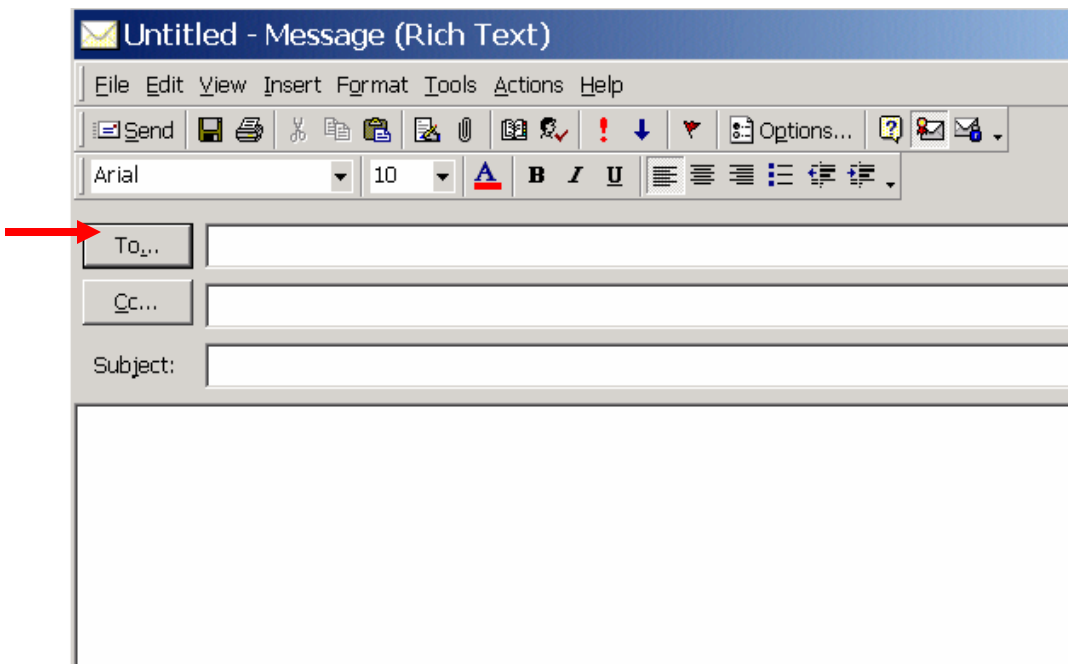
In order to send an **Encrypted Message**, you will need to have saved the email recipient's **public key certificate** in your **Contacts** menu. Reference the **Retrieving a Public Key from a Signed Message & Retrieving a Public Key from the DoD PKI Directory** Quick Reference Guides to assist you in completing this task. The Quick Reference Guides are located in the PM SET-D Training Manual and on the PM SET-D Website:

<https://setdweb.setd.army.mil/training>



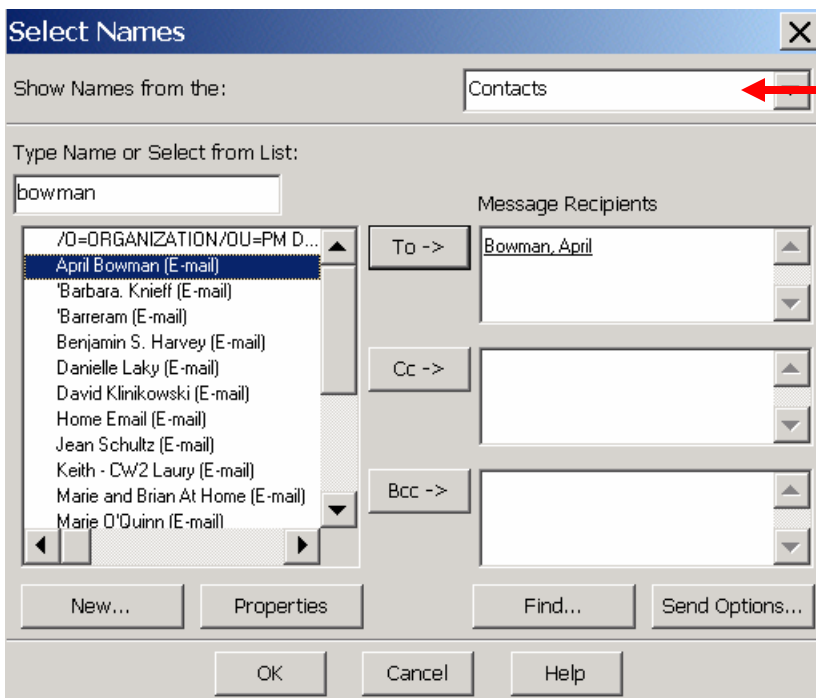
1

To send an encrypted email message, click on the **New Mail Message** button to open a New Mail Message.



Once the **New Mail Message** has opened, click the **To:** button to open the Address Book and address the email message.

2



The Address Book will open. In the **Show Names from the:** menu, choose **Contacts** from the drop-down menu. All the names in your **Contacts** folder will appear.

3

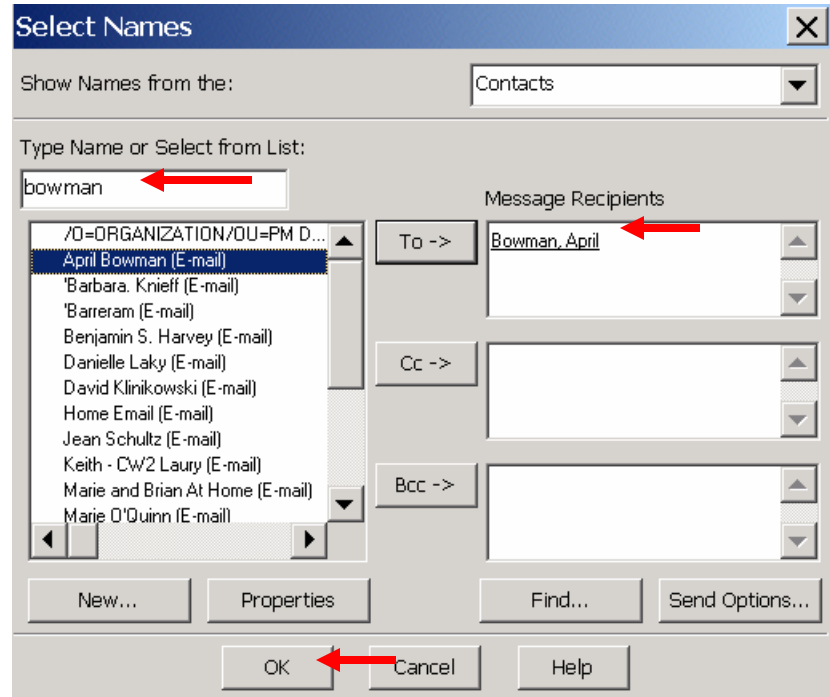
4

Choose the recipient(s) from the **Contacts** list.

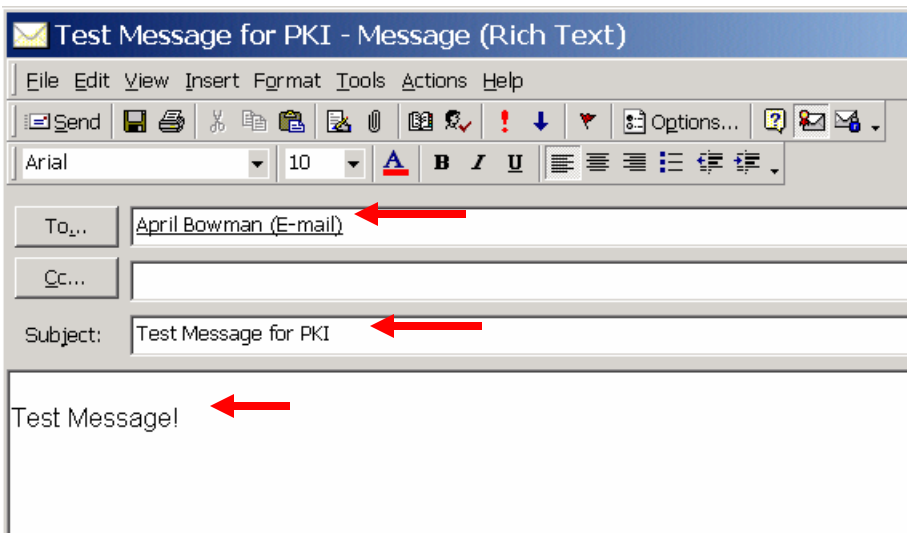
**NOTE: The Contacts list is where a user's public key certificate is stored. In order to send an encrypted message you must choose the recipient(s) from the Contacts menu.**

In this example, we would like to send an encrypted message to April Bowman. We are choosing April Bowman from the **Contacts** menu.

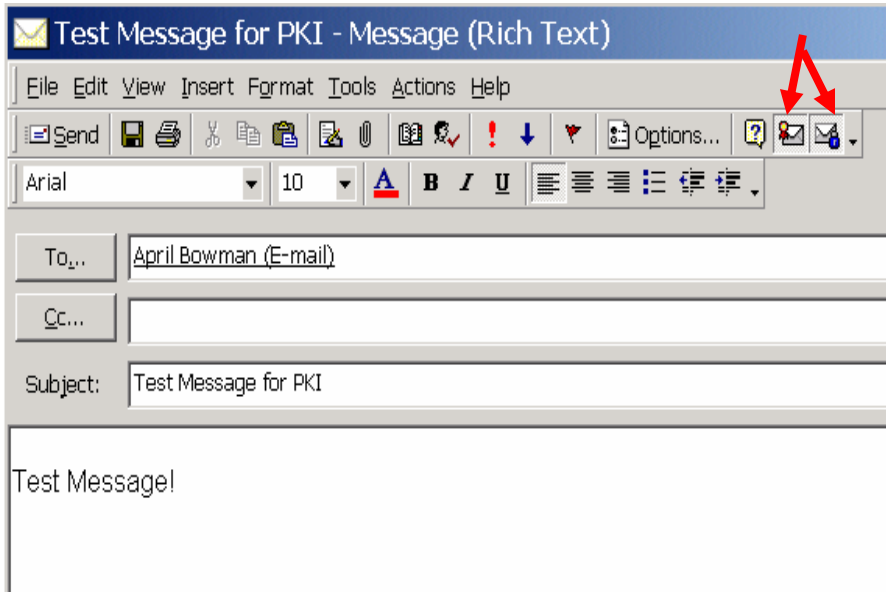
Once you have chosen the recipient(s), click **OK** to close the **Select Names** window.



5



The recipient's name appears in the the **To:** field. Type a subject and the main body of the message.

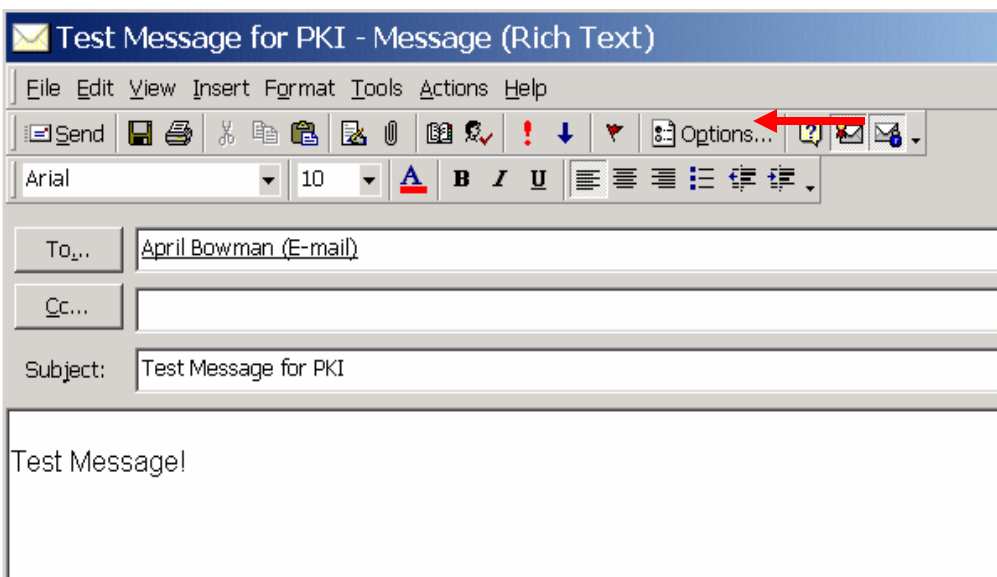


6

If you added the PKI icons to your Toolbar:

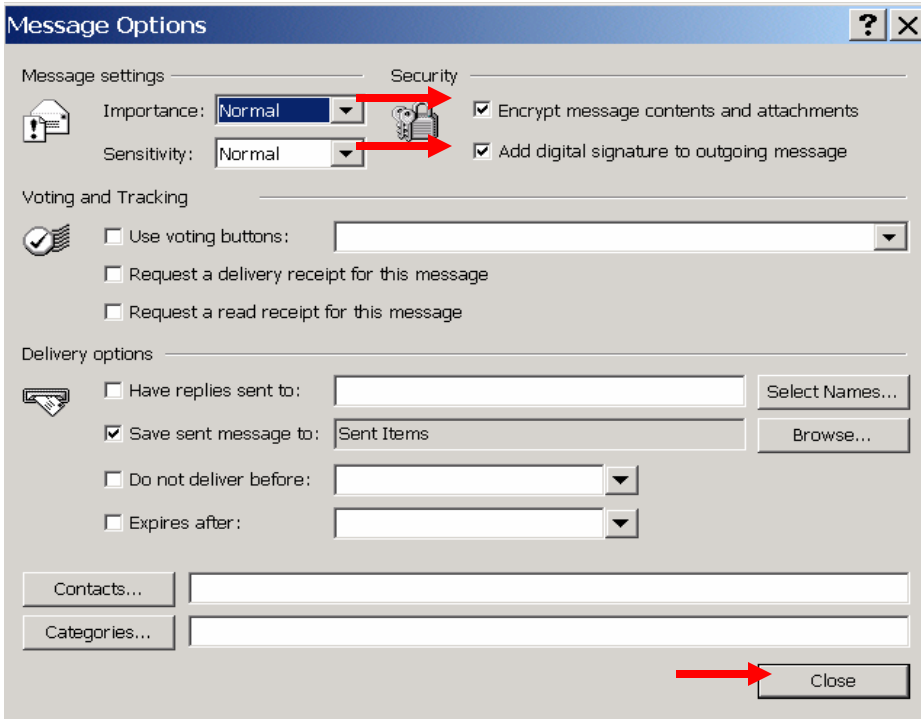
Click the ***envelope icon with the blue lock*** to **Encrypt the message.**

If you would like to **digitally sign the message** as well, you can click the ***envelope icon with the red seal***.



7

If the PKI icons **are not** located on Toolbar, click on the **Options** Button located in the **New Mail Message** window.

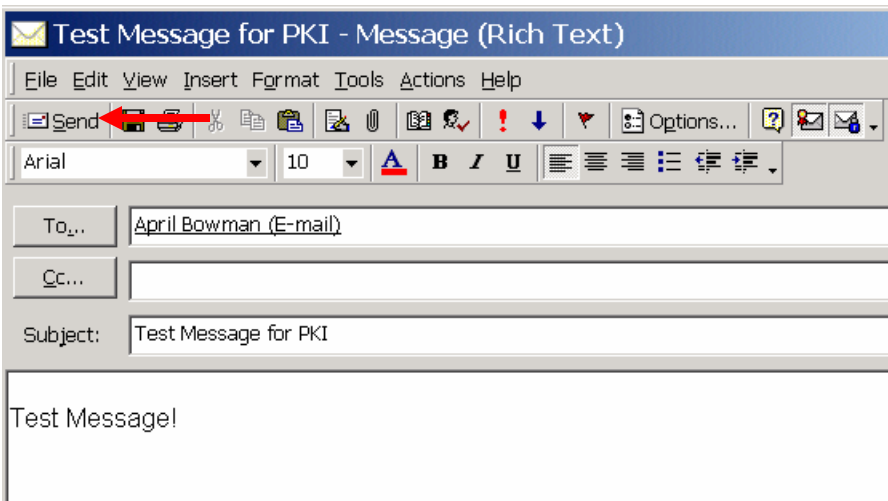


8

The **Message Options** window will open. To encrypt the message, check the box next to **Encrypt message contents and attachments**.

If you would like to digitally sign the message as well, check the box next to **Add digital signature to outgoing message**.

Click the **Close** button to close the **Message Options** window.



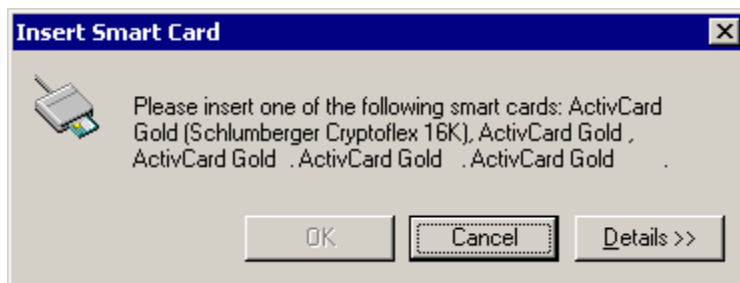
9

Click on **Send** to send the message to the recipient.

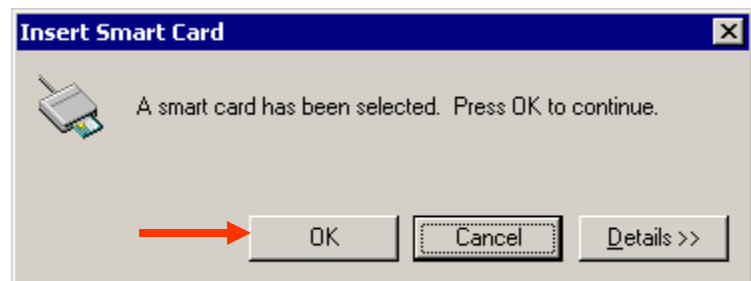
## NOTE:

Your CAC card is good for a session. A session is defined as the first time you insert your CAC in the card reader and enter your PIN until the time you remove your CAC from the card reader.

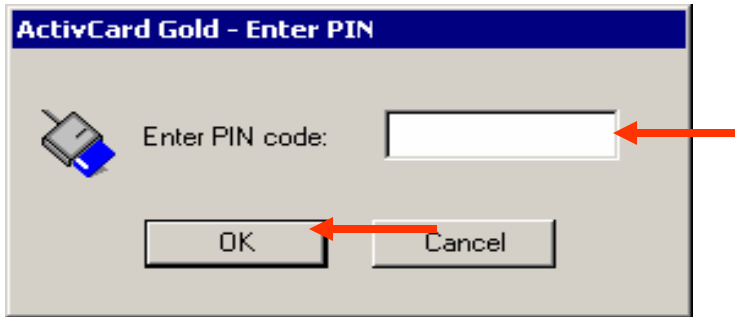
If you are in the same CAC session, you will not be prompted for your PIN to send an encrypted message. However, if you have removed the CAC from the reader, the following display will appear indicating you need to reinsert your CAC in the reader.



Insert your CAC into the reader. Wait for the following screen.



Click OK to continue.



**10**

The email will then be sent to the recipient.

If you are in a new CAC session or you have just inserted your CAC in the card reader you will be prompted to enter your **PIN code**.

Enter your PIN code and click **OK**.

### Army PKI Help Desk

1 866 SETD CAC  
VA, DC & MD (703) 769-4499  
DSN: 327-4004

**Web Site:** <https://setdweb.setd.army.mil>

**Email:** [setd.helpdesk@us.army.mil](mailto:setd.helpdesk@us.army.mil)